



**Code: 1611**  
Family: Legal and Regulatory  
Service: Administrative  
Group: Statistical, Technical, and Analytical  
Series: Real Estate and Legal

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## **CLASS TITLE: CASE ANALYST - LAW**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, maintains case files, conducts initial review of cases, and generates case reports, and performs related duties as required

### **ESSENTIAL DUTIES**

- Dockets all labor hearing dates, including arbitration, medical mediations, and Labor Board cases
- Conducts initial review of cases and summarizes relevant issues
- Dockets and distributes daily mail and court filings for the Labor and Employment Litigation Divisions
- Opens, maintains, and closes cases using various computerized systems (e.g., Team Connect, Legal Case, Matter Management)
- Trains attorneys and staff and troubleshoots problems on computerized systems
- Generates various monthly reports of open and pending cases (e.g., individual attorney case loads, opened and closed cases by venue, case load by venue)
- Maintains a case numbering log for the purpose of assigning case numbers to new matters that arrive without numerical designations
- Maintains an index card filing system for open and closed Circuit Court cases
- Prepares case files and folders for new Circuit Court matters
- Conducts conflict searches for monthly Arbitration calendar and organizes and maintains a filing system for archived calendars
- Routes Case Management cards sent by the Circuit Court and other legal documents with insufficient addressee information
- Conducts name and case searches and responds to case inquiries from various Law Department divisions, City departments, and the general public
- Works on special labor-related projects as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, or a directly related field, plus two years of administrative experience; or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- None

## **WORKING CONDITIONS**

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

## **PHYSICAL REQUIREMENTS**

- No specific requirements

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Considerable knowledge of:

- the legal system and the principles and practices of applicable areas of the law
- legal research methods, techniques, and resources

Some knowledge of:

- \*computer hardware and software technology used in legal research
- record keeping methods, practices, and procedures
- customer service techniques

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

**Other Work Requirements**

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
  - CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
  - STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
  - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
  - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
(Valtera Corporation)  
Date: June 2010